

4.5 REPORTS MENU

The Reports Menu allows access to the NPDMS Reports Selection Subsystem. This Subsystem provides the capability to select a number of standard batch-produced reports for managing the property disposal function.

Several reports require a thorough understanding of their functions to gain accurate results. These reports include the following:

- D15, I90, X00, X15, X19, X60, X65, X90 transactions are issued for NEMS Equipment during the NPDMS add, change, delete, reversal, or final disposition processes.

- Property Held by Property Disposal Officer Report

If this report is run at any other time than the scheduled monthly run, the Monthly 1800 Report Balance Table 130 must be manually changed to correct the "ending balance" amount. Contact your local ADP Support Group to correct the ending balance on the table.

- 623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property

If this report is run at any other time than the scheduled monthly run, the Monthly 623 Report Balance Table 120 must be manually changed to correct the "ending balance" amount. Contact your local ADP Support Group to correct the ending balance on the table.

- 623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property

If this report is run at any other time than the scheduled annual run, the Annual 623 Report Balance Table 125 must be manually changed to correct the "ending balance" amount. Contact your local ADP Support Group to correct the ending balance on the table.

- NPDMS Daily Transaction Report

This report is a daily listing of all transactions resulting from new, modified, and/or deleted NPDMS data. The following is a brief description of transactions that will appear on the Daily Transaction Report:

- A02 transaction is issued during the Receipt process when any field effecting the cost is changed.
- E01 transaction is issued during the Add process.
- E02 transaction is issued during the Change process.
- E03 transaction is issued during the Delete process.
- T02 transaction is issued during the Receipt process.

- T03 – T16.T18 – T20 are issued during Disposition processes.
- X90, I90, X60, X65, X15, X00 transactions are issued for NEMS Equipment during the NPDMS add, change, delete, reversal, or final disposition processes.
- GSA Electronic Transmission

Property is reported to GSA by electronic transmission if it meets the following criteria:

- Controlled and Non-Controlled property are designated as either reportable or non-reportable, which is based on FSC Code, Condition Code, and Value. All property (Controlled and Non-Controlled) is reported to GSA. Once the property reaches the Other Federal Agency Screening Begin Date and the Freeze Referral/Suspend Reporting Indicator is not equal to 'S' (suspend reporting to GSA), information is sent to GSA via a data set through the batch processing mode.
- The GSA data set is generated on a daily basis. NASA personal property and materials inventory meeting the selection criteria is extracted from the Case File once it reaches the Other Federal Agency Screening Begin Date. When NASA personal property, other than reportable ADPE, reaches the Other Federal Agency Screening Begin Date, during the next execution of the data set generation process, eligible NASA personal property is extracted from the Case File, the current date is moved to GSA Report Date, the GSA Report Indicator is set to blanks, and if the GSA Report Date is blank, the Surplus Release Date (SRD) is set to equal the Other Federal Agency Screening Begin Date.
- SF-120 Report of Excess Personal Property
 - Installation Idle Reportable ADPE Property is automated data processing equipment with an Adjusted Acquisition Cost Amount of Property of one million dollars or more and is less than nine years old.
 - The SF-120, Report of Excess Personal Property is generated on a daily basis. When ADPE personal property meeting the selection criteria is entered into NPDMS, the Report ADPE Indicator on the case record is set to 'Y'. Upon execution of the SF-120 generation process, all ADPE property with the Report ADPE Indicator set to 'y' is extracted from the Case File. No suspended data is reported; however, freeze referral data is reported for all corresponding freeze records from the Transaction File with Transaction Type of 'F', Thaw Date = '0', and Freeze Referral Suspend Reporting Indicator = 'R'. The GSA Report Date is set to the current date, and if the Surplus Release Date is not filled, it is set to equal the Other Federal Agency Screening End Date of Property; then, the case record is updated. An 'E04' transaction record is generated to capture all data values reported to GSA. One SF-120 form is generated for each case record found.

NOTE: The same hardcopy SF-120 form is used for Installation Idle Reportable ADPE Property withdrawals and corrections.

- Performance Measures Report

This report contains statistical information of Idle NASA Property undergoing screening, starting from the time the item was reported to the PDO until final disposition. This, along with user-

provided data via the pop-up window (ND2200MC) and the Performance Measures Standards Table, allows the PDO to determine the redistribution rate of Idle NASA Property within NASA and the redistribution rate of property outside NASA. Each section contains the total count of line items and Original Acquisition Cost (OAC) obtained from the following sources: NEMS Screening Log (enter on ND2200MC); count of case records in the NPDMS Case File; Case History File; NPDMS Transaction File; NPDMS Transaction History File; number of items accepted by NASA activities from NEMS screening (enter on ND2200MC); number of reportable items accepted by NASA activities; number of items accepted by activities outside of NASA from NEMS screening (enter on ND2200MC); and number of reportable items accepted by activities outside of NASA.

- Abstract of Bids

When scheduling the Abstract of Bids report, it is recommended that the Update Standard Reports option be used rather than the Select On—Request option. The Select On-Request only provides data for the day (Report Effective Date) that it is scheduled, which may not be the same date as the day the sealed bids were awarded (Sealed Bid Sale Date). The Update Standard Reports allows the user to enter the Report Effective Date, which agrees with the Sealed Bid Sale Date.

4.5.1 Report Processing

This function allows the user the capability to select a number of standard batch reports for managing the property disposal function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the MAIN MENU (NDO000MB), type **2** at Enter Selection to access the Reports, or type a valid direct command.
- Press **<Enter>**

The REPORTS MENU screen (ND2000MA) is displayed.

| | | |
|---------------------|---|--------------------------------|
| ND2000MA / ND2000PA | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REPORTS MENU REP | 03/01/01 15: 11: 12 MSXX |
|---------------------|---|--------------------------------|

| | |
|---|---|
| 1 | List Standard Reports by Frequency |
| 2 | Select On-Request Reports |
| 3 | Update Standard Reports (Add, Change, Delete) |
| 4 | Alter Scheduled Reports (Postpone, Cancel, On Schedule) |
| 5 | Select Cases for Printing DRMD 1348 |

Enter Selection: _

Navigation: _____

| |
|--|
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |
| HELP LOPF PREV CNCL EXIT |

INPUT DATA

- Enter Selection input values = **1, 2, 3, 4, or 5**
- Press **<Enter>**; NPDMS then displays the requested Report screen.

4.5.1.1 List Standard Reports By Frequency

Type **1** at Enter Selection to access the List Standard Reports By Frequency.

The Reports By Frequency Screen (ND2100MA) is displayed.

The Reports By Frequency screen allows the user to view those reports already scheduled for batch processing. If the user wishes to modify any or all of the displayed reports, the user must select option 2, 3, or 4 from the reports selection menu.

| | | |
|--|--------------------------|------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | 03/01/01 |
| ND2100MA / ND2100PA | REPORTS BY FREQUENCY | 13: 42: 29 |
| | L RP | MSXXX |
| Report Name: AWAITING PICKUP REPORT | | |
| Report Number: 001 | | |
| Frequency: ON-REQUEST | Effective Date: 11131997 | |
| Distribution: XXXXXXXXXXXX | Mail Stop: XXXX | |
| No of Copies: 1 | Special Forms: | |
| Output Class: D | Binding: U | |
| Report Name: SALES LISTING | | |
| Report Number: 003 | | |
| Frequency: ON-REQUEST | Effective Date: 03271997 | |
| Distribution: XXXXXXXXXXXX | Mail Stop: XXXX | |
| No of Copies: 1 | Special Forms: | |
| Output Class: D | Binding: U | |
| Navigation: _____ | | More: Y |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | |
| HELP LOPF PREV CNCL PGUP PGDN EXIT | | |

INPUT DATA

- None
- This screen displays the following data for two reports at a time:

Report Name

Report Number

Frequency

Effective Date

Distribution

Mail Stop

No of Copies

Special Forms (site specific or ADOS)

Output Class (site specific)

Binding

- Press <Enter> to view more reports.

When there are no more reports to display, NPDMS displays the message 'List Reports By Frequency Ended Normally' and the Reports Menu is re-displayed (ND2000MA).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

4.5.1.2 Select On-Request Reports

Type **2** at Enter Selection to access the Select On-Request Reports.

The On-Request Reports screen (ND2200MA) is displayed.

The On-Request screen allows the user to request specific reports to be run on user-requested dates. Most reports requested are produced during nightly batch processing, and are not immediately available upon selection.

| | | |
|--|---|------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | 03/01/01 |
| ND2200MA / ND2200PA | ON-REQUEST REPORTS | 15: 21: 46 |
| | SE RP | MSXXX |
| Enter Report Number: ____ | | |
| 001 | AWAITING PICKUP REPORT | |
| 002 | PENDING GSA ACKNOWLEDGEMENT | |
| 003 | SALES LISTING | |
| 004 | ITEMS REPORTED TO GSA OVER 180 DAYS | |
| 005 | FOREIGN SCREENING REPORT | |
| 006 | FREEZE STATUS REPORT | |
| 007 | NEMS TRANSACTION INTERFACE REPORT | |
| 009 | 623 MONTHLY REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY | |
| 010 | 623 ANNUAL REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY | |
| 011 | FOREIGN DISPOSAL APPROVAL FORM | |
| 012 | NASA FORM 811 - CLASSIFICATION OF PROPERTY AS SCRAP OR SALVAGE | |
| 013 | NASA FORM 812 - AUTHORIZATION TO ABANDON/DESTROY SURPLUS PROPERTY | |
| | | More: Y |
| Navigation: _____ | | |
| Enter- PF13- | PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- - | |
| HELP | LOPF PREV CNCL PGUP PGDN DATA | EXIT |

| | | |
|--|--------------------|------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | 03/01/01 |
| ND2200MA / ND2200PA | ON-REQUEST REPORTS | 15: 24: 27 |
| | SE RP | MSXXX |

Enter Report Number: ____

014 IDLE PROPERTY SCREENING LIST
015 CASES ELIGIBLE FOR TRANSFER TO DRMD LISTING
016 DAILY TRANSACTION REPORT
017 ANNUAL REPORT OF EXCHANGE/SALE TRANSACTIONS
018 SALES PREP REPORT
019 ABSTRACT OF BIDS
020 BIDDER'S NOTIFICATION OF AWARD
023 PERFORMANCE MEASURES REPORT
024 NSMS ACCEPTED ITEMS REPORT
025 NSMS REJECTED ITEMS REPORT
026 NSMS MATCHED/OVERAGE/UNDERAGE REPORT
027 SALES SLIP, SALE OF GOVERNMENT PERSONAL PROPERTY

More: Y

Navigation: _____
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
HELP LOPF PREV CNCL PGUP PGDN DATA EXIT

| | | |
|--|--------------------|------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | 03/01/01 |
| ND2200MA / ND2200PA | ON-REQUEST REPORTS | 15: 25: 20 |
| | SE RP | MSXXX |

Enter Report Number: ____

110 GSA MAGNETIC TAPE GENERATION
120 SF-120 REPORT OF EXCESS PERSONAL PROPERTY GENERATION
130 SF-120 WITHDRAWAL/CORRECTION GENERATION
140 DD-1348-1A DRMD ISSUE RELEASE/RECEIPT DOCUMENT GENERATION
150 NASA 1638 NPDMS IDLE PERSONAL PROPERTY PICKUP AUTHORIZATION
160 ANNUAL RPT OF PERSONAL PROP PROVIDED TO NON-FED ORG BY INST
161 ANNUAL RPT OF PERSONAL PROP PROVIDED TO NON-FED ORG BY SUB-INST
170 EQUIPMENT AVAILABLE UNDER THE STEVENSON-WYDLER ACT FOR REGION
180 STATUS REPORT FOR CASES UNDERGOING OTHER FEDERAL AGENCY SCREENING
190 STATUS REPORT FOR CASES UNDERGOING SURPLUS PROPERTY DONATION SCRE
200 EQUIPMENT AVAILABLE FOR FEDERAL AGENCIES - BY REGION
210 IFM INTERFACE FILE

More: Y

Navigation: _____
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
HELP LOPF PREV CNCL PGUP PGDN DATA EXIT

| | | |
|--|---|---------------------------------|
| ND2200MA / ND2200PA | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS SE RP | 03/01/01 15: 26: 21 MSXXX |
| Enter Report Number: ____ | | |
| 220 ARCHIVE HISTORY FILES 230 FINAL DISPOSITIONS FOR EACH FSC WITHIN A DATE RANGE | | |
| Navigation: _____ | | More: N |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | |
| HELP LOF PREV CNCL PGUP PGDN DATA EXIT | | |

INPUT DATA

- Report Number
- Press <Enter>

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

The following reports appear on the ON-REQUEST REPORTS (ND2200MA) screen:

| REPORT NUMBER | REPORT JOB NAME | FREQUENCY |
|---------------|--|----------------|
| 001 | Awaiting Pickup | User-specified |
| 002 | Pending GSA Acknowledgment | User-specified |
| 003 | Sales Listing Report | User-specified |
| 004 | Items Reported to GSA over 180 Days | User-specified |
| 005 | Foreign Screening Report | User-specified |
| 006 | Freeze Status Report | User-specified |
| 007 | NEMS Transaction Interface Report | Daily |
| 009 | 623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property | Monthly |
| 010 | 623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property | Annual |
| 011 | Foreign Disposal Approval Form | User-specified |

| REPORT NUMBER | REPORT JOB NAME | FREQUENCY |
|---------------|--|----------------|
| 012 | NASA Form 811 – Determination for Classification of Property as Scrap or Salvage | Daily |
| 013 | NASA Form 812 – Determination for Authorization to Abandon or Destroy Surplus Property | Daily |
| 014 | Idle Property Screening List | Bi-weekly |
| 015 | Cases Eligible for Transfer to DRMO | User-specified |
| 016 | Daily Transaction Report | Daily |
| 017 | Annual Report of Exchange/Sale Transactions | Annual |
| 018 | Sales Prep Report | User-specified |
| 019 | Abstract of Bids | User-specified |
| 020 | Bidder's Notification of Award | User-specified |
| 023 | Performance Measures | Semi-annual |
| 024 | NSMS Accepted Items Report | Daily |
| 025 | NSMS Rejected Items Report | Daily |
| 026 | NSMS Matched/Overage/Underage Report | Daily |
| 027 | Sales Slip, Sale of Government Personal Property | User-specified |
| 110 | Report to GSA Data Set | Daily |
| 120 | SF-120 Report of Excess Personal Property | Daily |
| 130 | SF-120 Withdrawal/Correction Report of Excess | Daily |
| 140 | DD-1348-1A DRMO Issue Release/Receipt Document | User-specified |
| 150 | NASA 1638, NPDMS Idle Personal Property | Daily |
| 160 | Annual Report of Personal Property Provided to Non-Federal Organization by Installation | User-specified |
| 161 | Annual Report of Personal Property Provided to Non-Federal Organization by Sub-installation | User-specified |
| 170 | Catalog for Stevenson-Wydler Screeners | User-specified |
| 180 | Status Report for Cases Undergoing Federal Screening Status Report for Cases Undergoing NASA-Wide Screening | User-specified |
| 190 | Status Report for Cases Undergoing Donation Screening | User-specified |
| 200 | Equipment Available for Federal Agencies | User-specified |
| 210 | IFM Interface File | User-specified |
| 220 | Archive History Files | User-specified |
| 230 | Final Dispositions for Each FSC Within a Date Range | User-specified |
| 900-999 | Site-Unique Reports | User-specified |

The On-Request Reports – Distribution screen (ND2200MB) for the entered Report Name and Number is then displayed.

The On-Request Reports – Distribution screen allows the user to change any of the displayed information, with the exception of the Report Number and the Report Name.

```

                                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND2200MB / ND2200PA          ON-REQUEST REPORTS - DISTRIBUTION      03/01/01
                                SE RP                                13:46:21
                                                                MSXXX

Report Name: 623 MONTHLY REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY
Report Number: 009

Distribution : xxxxxxxxxxxxxxxx*****
Mail Stop   : xxxx***
No of Copies : 1*
Special Forms : _____
Output Class : D
Printer Dest : XXXXXXXX
Binding Instructions: U (U, S, V)

Begin Date   : _ _ _ _
Ending Date  : _ _ _ _
Number of Days: _ _
More Inputs  : NO

Navigation: _____
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
HELP  LOPF  PREV          CNCL          PGUP  PGDN          DATA          EXIT
```

INPUT DATA

- Distribution
- Mail Stop
- No of Copies
- Special Forms input value = (site specific or ADOS)
- Output Class input value = (site specific or ADOS)
- Printer Dest
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days
- More Inputs system display = NO or YES
- Press **<Enter>**

The NPDMS system then displays the message '*NNN Successfully Scheduled*' where 'NNN' is the selected report number, and the Reports Menu is re-displayed.

NOTE: Valid addresses for local printing are stored in the Printer Destination Table 145. A default printer address that is stored in the Center Profile Table is assigned to each user. A user may change his or her default printer address by entering a printer address in the Destination field on the (ND2200MB and ND2300MB screen(s)). Once a user changes the printer address in the User Access Table, the printer address remains for subsequent runs until it is changed again.

If the Performance Measures Report is selected, the system displays the pop-up window (ND2200MC), which allows input of additional data needed to produce the report.

| | | | |
|--|------------------------------|--|--|
| ND2200MB / ND2200 | ND2200MC | Additional Data For The Performance Measures Report | |
| Report Name: PERF | NEMS Screening Count | (Section 1 & 2, Line A): _____ | |
| Report Number: 02 | NEMS Accepted Internal Count | (Section 1, Line C): _____ | |
| | NEMS Accepted External Count | (Section 2, Line C): _____ | |
| Distribution : P | | | |
| Mail Stop : C | | Enter 'C' to Cancel: _ | |
| No of Copies : 1 | | | |
| Special Forms : _____ | | | |
| Output Class : D | | | |
| Printer Dest : XXXXXXXX | | | |
| Binding Instructions: U (U, S, V) | | | |
| Begin Date : 03 01 2001 | | | |
| Ending Date : 03 01 2001 | | | |
| Number of Days: _____ | | | |
| More Inputs : NO | | | |
| Navigation: _____ | | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | | |
| HELP LOPF PREV CNCL PGUP PGDN DATA EXIT | | | |

INPUT DATA

- NEMS Screening Count
- NEMS Accepted Internal Count
- NEMS Accepted External Count
- Cancel input value = **C**
- Press <Enter>

If a NEMS Interface Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200MB is displayed with the Installation Number field.

| | | |
|--|--|------------------------------|
| ND2200MB / ND2200PA | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS - DISTRIBUTION SE RP | 03/01/01 13:51:41 MSXX |
| Report Name: NEMS TRANSACTION INTERFACE REPORT | | |
| Report Number: 007 | INSTALLATION NUMBER 08 08 | |
| Distribution : XXXXXXXXXXXXXXXXXXXX | | |
| Mail Stop : XXXXXXX | | |
| No of Copies : 1* | | |
| Special Forms : _____ | | |
| Output Class : D | | |
| Printer Dest : XXXXXXX | | |
| Binding Instructions: U (U, S, V) | | |
| Begin Date : _ _ _ | | |
| Ending Date : _ _ _ | | |
| Number of Days: _ | | |
| More Inputs : NO | | |
| Navigation: _____ | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | |
| HELP LOPF PREV CNCL PGUP PGDN DATA EXIT | | |

INPUT DATA

- Installation Number
- Distribution
- Mail Stop
- No of Copies
- Special Forms input value = (site specific or ADOS)
- Output Class input value = (site specific or ADOS)
- Printer Dest
- Binding Instructions input value = **U, S, or V**
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days system display = NO or YES
- Press **<Enter>**

If a Center Unique Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200 is displayed with the Report Number.

| | | |
|--|--|-------------------------------|
| ND2200MB / ND2200PA | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS - DISTRIBUTION SE RP | 03/01/01 13:59:04 MSXXX |
| Report Name: CENTER UNIQUE REPORT Report Number: 911 | | |
| Distribution : XXXXXXXXXXXXXXXXXXXX | | |
| Mail Stop : XXXXXXXX | | |
| No of Copies : 1* | | |
| Special Forms : _____ | | |
| Output Class : D | | |
| Printer Dest : XXXXXXXX | | |
| Binding Instructions: U (U, S, V) | | |
| Begin Date : _ _ _ _ | | |
| Ending Date : _ _ _ _ | | |
| Number of Days: _ _ | | |
| More Inputs : NO | | |
| Navigation: _____ | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | |
| HELP LOFF PREV CNCL PGUP PGDN DATA EXIT | | |

INPUT DATA

- Distribution
- Mail Stop
- Special Forms input value = (site specific or ADOS)
- Output Class input value = (site specific or ADOS)
- Printer Dest
- Binding Instructions input value = **U**, **S**, or **V**
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days
- More Inputs system display = NO or YES
- Press **<Enter>**

If a Center Unique Report is selected and additional data is needed to produce the report, press **PF22**. The system displays a pop-up window (ND2200ME) which allows the input of additional data. If additional inputs are mandatory, the pop-up window (ND2200ME) displays automatically. Shown below are sample data for this pop-up window. Data on pop-up window (ND2200ME) should be developed by local ADP Support personnel.

| | | |
|--|---|------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | 03/01/01 |
| ND2200MB / ND2200PA | ON-REQUEST REPORTS - DISTRIBUTION | 10: 28: 30 |
| | SE RP | MSXX |
| Report Name: CENTER UNIQUE REPORT | | |
| Report Number: 911 | | |
| Distribution : XXXXXXXXXXXXXXXXXXXX | | |
| ADDITIONAL CRITERIA | | |
| ND2200ME | Additional Criteria For Report NDR911PA | 01-03-01 |
| CASE NUMBER _____ | | |
| Type in additional data and press 'Enter' or type a 'C' to Cancel: _ | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | |
| HELP LOPF PREV CNCL PGUP PGDN DATA EXIT | | |

SAMPLE INPUT DATA

- Case Number
- Press <Enter> or C to Cancel to return to the previous screen, On-Request Reports—Distribution (ND2200MB)

4.5.1.3 Update Standard Reports

Type **3** at Enter Selection to access the Update Standard Reports.

The Update Regularly Scheduled Reports screen (ND2300MA) is displayed.

The Update Regularly Scheduled Reports screen allows the user to schedule a new report to run at user-requested frequency, reschedule the run of an existing report, or delete the run of a currently scheduled report.

| | | |
|--|---|---------------------------------|
| ND2300MA / ND2300PA | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REGULARLY SCHEDULED REPORTS P RP | 03/01/01 15: 41: 21 MSXXX |
| <p>A = Add (Schedule a New Report) C = Change (Reschedule an Existing Report) D = Delete (Delete a Currently Scheduled Report)</p> <p>Enter Selection: *</p> <p>Enter Report Number: ***</p> | | |
| <p>Navigation: _____</p> <p>Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -</p> <p>HELP LOPF PREV CNCL EXIT</p> | | |

INPUT DATA

- Selection input values = **A**, **C**, or **D**
- Report Number
- Press **<Enter>**

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

The following is a list of reports that may be selected for processing:

| REPORT NUMBER | REPORT JOB NAME | FREQUENCY |
|---------------|--|----------------|
| 001 | Awaiting Pickup | User-specified |
| 002 | Pending GSA Acknowledgment | User-specified |
| 003 | Sales Listing Report | User-specified |
| 004 | Items Reported to GSA over 180 Days | User-specified |
| 005 | Foreign Screening Report | User-specified |
| 006 | Freeze Status Report | User-specified |
| 007 | NEMS Transaction Interface Report | Daily |
| 009 | 623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property | Monthly |

| REPORT NUMBER | REPORT JOB NAME | FREQUENCY |
|---------------|--|----------------|
| 010 | 623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property | Annual |
| 011 | Foreign Disposal Approval Form | User-specified |
| 012 | NASA Form 811 – Determination for Classification of Property as Scrap or Salvage | Daily |
| 013 | NASA Form 812 – Determination for Authorization to Abandon or Destroy Surplus Property | Daily |
| 014 | Idle Property Screening List | Bi-weekly |
| 015 | Cases Eligible for Transfer to DRMO | User-specified |
| 016 | Daily Transaction Report | Daily |
| 017 | Annual Report of Exchange/Sale Transactions | Annual |
| 018 | Sales Prep Report | User-specified |
| 019 | Abstract of Bids | User-specified |
| 020 | Bidder's Notification of Award | User-specified |
| 023 | Performance Measures | Semi-annual |
| 024 | NSMS Accepted Items Report | Daily |
| 025 | NSMS Rejected Items Report | Daily |
| 026 | NSMS Matched/Overage/Underage Report | Daily |
| 027 | Sales Slip, Sale of Government Personal Property | User-specified |
| 110 | Report to GSA Data Set | Daily |
| 120 | SF-120 Report of Excess Personal Property | Daily |
| 130 | SF-120 Withdrawal/Correction Report of Excess | Daily |
| 140 | DD-1348-1A DRMO Issue Release/Receipt Document | User-specified |
| 150 | NASA 1638, NPDMS Idle Personal Property | Daily |
| 160 | Annual Report of Personal Property Provided to Non-Federal Organization by Installation | User-specified |
| 161 | Annual Report of Personal Property Provided to Non-Federal Organization by Sub-Installation | User-specified |
| 170 | Catalog for Stevenson-Wydler Screeners | User-specified |
| 180 | Status Report for Cases Undergoing Federal Screening Status Report for Cases Undergoing NASA-Wide Screening | User-specified |
| 190 | Status Report for Cases Undergoing Donation Screening | User-specified |
| 200 | Equipment Available for Federal Agencies | User-specified |
| 210 | IFM Interface File | User-specified |
| 220 | Archive History File | User-specified |
| 230 | Final Dispositions for Each FSC Within a Date Range | User-specified |
| 900-999 | Site-Unique Reports | User-specified |

The Regularly Scheduled Reports – Distribution screen (ND2300MB) with a specific Report Name and Number is displayed.

This screen allows the user to change any of the displayed Center's report parameter default data, except for the Report Number and Report Name, which remain fixed. The reports requested are produced during nightly batch processing and are not immediately available.

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND2300MB / ND2300PA  REGULARLY SCHEDULED REPORTS - DISTRIBUTION
                                P RP
03/01/01
15: 45: 08
MSXXX

Report Name: AWAITING PICKUP REPORT
Report Number: 001

Effective Date: 03 01 2001
Frequency: -
Distribution : _____ 0 - On Request
Mail Stop : XXXX_____ 1 - Daily (1 Day)
No of Copies : 1_____ 2 - Weekly (7 Days)
Special Forms : _____ 3 - Bi weekly (14 Days)
Output Class : D_____ 4 - Monthly (1 Month Anniversary)
Printer Dest : XXXXXXXXXX 5 - Quarterly (3 Month Anniversary)
Binding Instructions: U (U, S, V) 6 - Semi annual ly (6 month Anniversary)
                                7 - Annual ly (1 Year Anniversary)

Begin Date : _ _ _ _
Ending Date : _ _ _ _
Number of Days: _ _
More Inputs : NO

Navigation: _____
Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- - -
      HELP  LOPF  PREV          CNCL                      EXIT

```

INPUT DATA

- | | |
|-----------------------------------|---|
| • Effective Date | input format = MM/DD/YYYY |
| • Frequency | input values = 0, 1, 2, 3, 4, 5, 6, or 7 |
| • Distribution | |
| • Mail Stop | |
| • No of Copies | |
| • Special Forms | input value = (site specific or ADOS) |
| • Output Class | input value = (site specific or ADOS) |
| • Printer Dest | |
| • Binding Instructions (If Xerox) | input values = U, S, or V |
| • Begin Date | input format = MM/DD/YYYY |
| • Ending Date | input format = MM/DD/YYYY |
| • Number of Days | |
| • More Inputs | system display = NO or YES |
| • Press <Enter> | |

The NPDMS system then displays the message 'Update Standard Reports Ended Normally', and the Reports Menu is re-displayed.

NOTE: Valid addresses for local printing are stored in the Printer Destination Table 145. A default printer address that is stored in the Center Profile Table is assigned to each user. A user may change their default printer address by entering a printer address in the Destination field on the (ND2200MB and ND2300MB screen (s)). Once a user changes the printer address in the User Access Table, the printer address remains for subsequent runs until it is changed again.

If the Performance Measures Report is selected, the system displays the pop-up window (ND2300MC), which allows input of additional data needed to produce the report.

| | | | | |
|--|--|-----------------------|-----------|------------------------------|
| ND2200MC | Additional Data For The Performance Measures Report | | EM ION | 03/01/01 08:21:47 MSXX |
| NEMS Screening Count (Section 1 & 2, Line A): _____ | | | | |
| NEMS Accepted Internal Count (Section 1, Line C): _____ | | | | |
| NEMS Accepted External Count (Section 2, Line C): _____ | | | | |
| Enter 'C' to Cancel: _ | | | | |
| Special Forms : _____ | 3 - Biweekly | (14 Days) | | |
| Output Class : D | 4 - Monthly | (1 Month Anniversary) | | |
| Printer Dest : XXXXXXXX | 5 - Quarterly | (3 Month Anniversary) | | |
| Binding Instructions: U (U, S, V) | 6 - Semi annually | (6 month Anniversary) | | |
| | 7 - Annually | (1 Year Anniversary) | | |
| Begin Date : 03 01 2001 | | | | |
| Ending Date : 03 01 2001 | | | | |
| Number of Days: _____ | | | | |
| More Inputs : NO | | | | |
| Navigation: _____ | | | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | | | |
| HELP LOPF PREV CNCL EXIT | | | | |

INPUT DATA

- NEMS Screening Count
- NEMS Accepted Internal Count
- NEMS Accepted External Count
- Cancel input value = **C**
- Press **<Enter>**

If a NEMS Interface Report is selected, the REGULARLY SCHEDULED REPORTS DISTRIBUTION ND2300MB is displayed with the installation Number field.

INPUT DATA

- 50

If a Center Unique Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200MB is displayed with the Report Number.

| | | |
|--|--|----------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | 03/01/01 |
| ND2300MB / ND2300PA | REGULARLY SCHEDULED REPORTS - DISTRIBUTION | 08:46:08 |
| | P RP | MSXXX |
| Report Name: CENTER UNIQUE REPORT | | |
| Report Number: 001 | | |
| Effective Date: 03 01 2001 | Frequency: _ | |
| Distribution : _____ | 0 - On Request | |
| Mail Stop : XXXX | 1 - Daily (1 Day) | |
| No of Copies : 1 | 2 - Weekly (7 Days) | |
| Special Forms : _____ | 3 - Biweekly (14 Days) | |
| Output Class : D | 4 - Monthly (1 Month Anniversary) | |
| Printer Dest : XXXXXXXX | 5 - Quarterly (3 Month Anniversary) | |
| Binding Instructions: U (U, S, V) | 6 - Semi annually (6 month Anniversary) | |
| | 7 - Annually (1 Year Anniversary) | |
| Begin Date : _ _ _ | | |
| Ending Date : _ _ _ | | |
| Number of Days: _ | | |
| More Inputs : NO | | |
| Navigation: _____ | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | |
| HELP LOPF PREV CNCL EXIT | | |

INPUT DATA

- Effective Date input format = **MM/DD/YYYY**
- Frequency input values = **0, 1, 2, 3, 4, 5, 6, or 7**
- Distribution
- Mail Stop
- No of Copies
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest
- Begin Date
- Binding Instructions (If Xerox) input values = **U, S, or V**
- Ending Date input format = **NO or YES**
- Press **<Enter>** or **PF22**

If a Center Unique Report is selected and additional data is needed to produce the report, press **PF22**. The system displays the pop-up window (ND2200ME), which allows input of additional data.

If additional inputs are mandatory, the pop-up window (ND2200ME) displays automatically. Shown below are sample data for this pop-up window. Data on the pop-up window (ND2200ME) should be developed by local ADP Support personnel.

| | | |
|--|--|----------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | 03/01/01 |
| ND2200MB / ND2200PA | REGULARLY SCHEDULED REPORTS - DISTRIBUTION | 09:08:09 |
| | SE RP | MSXXX |
| Report Name: CENTER UNIQUE REPORT | | |
| Report Number: 911 | | |
| Distribution : XXXXXXXXXXXXXXXXXXXX | | |
| ADDITIONAL CRITERIA | | |
| ND2200ME | Additional Criteria For Report NDR911PA | 01-03-01 |
| CASE NUMBER _____ | | |
| Type in additional data and press 'Enter' or type a 'C' to Cancel: _ | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | |
| HELP LOPF PREV CNCL PGUP PGDN DATA EXIT | | |

INPUT DATA

- Case Number
- Press **<Enter>** or **C** to Cancel to return to the previous screen, Regularly Scheduled Reports – Distribution (ND2300MB)

4.5.1.4 Alter Scheduled Reports

Type **4** at Enter Selection to access the Alter Scheduled Reports.

The Alter Scheduled Reports screen (ND2400MA) is displayed.

This screen allows the user to postpone, cancel, or reverse (place back on schedule a previous postponement or cancellation) the scheduled production of reports. The reports requested are produced during nightly batch processing and are not immediately available.

| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | | | | | 03/01/01 |
|--|-----|----------|--------|--------|--------------|-------------|
| ALTER SCHEDULED REPORTS | | | | | | 13: 26: 30 |
| REP SCH | | | | | | MSXXX |
| ND2400MA / ND2400PA | | | | | | |
| Seq | Rpt | Eff Date | Status | Copies | Distribution | Frequency |
| 1 | 001 | 03012001 | | 1 | XXXXXXXXXX | ON- REQUEST |
| 2 | 023 | 03012001 | | 1 | XXXXXXXXXX | ON- REQUEST |
| Enter Sequence Number: ____ | | | | | | |
| Enter New Status (P=Postpone, C=Cancel, ' '=On Schedule): _ | | | | | | More: N |
| Navigation: _____ | | | | | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | | | | | |
| HELP LOPF PREV CNCL PGUP PGDN EXIT | | | | | | |

INPUT DATA

Sequence Number

- New Status input values = **P**, **C**, or **blank**
- More input value = **Y**
- Press **<Enter>**

NOTE: The input value of 'P' in the Enter New Status field is a permanent postponement of printing a selected report, whereas a value of 'C' is a temporary one-time cancellation of printing a selected report. If the user enters 'P' (Postpone), the Enter New Status field must be reset to 'blank' to continue printing cyclically; if the user enters 'C' (Cancel), the report continues printing cyclically with exception to that one time-frame that a 'C' is entered. However, if the report is scheduled to run on a daily basis, it may not be canceled; it may be postponed through this process or deleted through the Update Standards Reports process.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

The NPDMS system then displays the message *'Alter Standard Reports Ended Normally'*, and the Reports Menu is re-displayed.

4.5.1.5 Select Cases For Printing DRMO 1348

Type **5** at Enter Selection to access the Select Cases for Printing DRMO 1348.

The Select Cases for Printing DRMO 1348 screen (ND2500MA) is displayed.

This screen allows for the online setting of the 1348 Report Generation Indicator for multiple cases that are eligible for transfer to DRMO. The printing of Form DD-1348-IA, Issue Release/Receipt Document takes place during batch processing, or online as requested by the user.

| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | | | | | | | | | | 03/01/01 |
|--|--------------|-----------------|------------|------|------------------|------------|-------------|-----------|--------|-----------------------|
| SELECT CASES FOR PRINTING 1348 | | | | | | | | | | 14: 18: 16 |
| SE CA | | | | | | | | | | MSXXX |
| FEDSTRIP AAC: 804101 | | | | | | | | | | |
| Print 1348 | Prev 1348 | Prop Case No | Item ID | Qty | NASA End Date | Haz Mat | Prec Mls | Turn-In | Doc No | Warehouse Location |
| Y | Y | 5137S001 | 1 | 1 | 05/17/95 | H | A | 755850003 | | 4000101001 |
| Y | Y | 5219S001 | 1 | 2690 | 08/28/95 | | D | 752150115 | | 3000801001 |
| Y | Y | 6361S226 | 1 | 1 | 12/26/96 | | A | | | |
| Y | Y | 6361S228 | 1 | 1 | 12/26/96 | | A | | | |
| Y | Y | 7002S230 | 1 | 1 | 01/02/97 | | A | | | |
| Y | Y | 7003S232 | 1 | 1 | 01/03/97 | | A | | | |
| Y | Y | 7003S235 | 1 | 1 | 01/03/97 | | A | | | |
| Y | Y | 6361S225 | 1 | 1 | 01/16/97 | | A | | | |
| Y | Y | 7014S250 | 1 | 1 | 02/04/97 | | A | | | |
| Y | Y | 7087S091 | 1 | 1 | 04/18/97 | | A | | | 4201 |
| | | | | | | | | | | MORE: Y |
| Navigation: _____ | | | | | | | | | | |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | | | | | | | | | | |
| HELP LOPF PREV CNCL PGUP PGDN EXIT | | | | | | | | | | |

INPUT DATA

- Print 1348 input value = **N** or **Y** (default value)
- More
- Press **<Enter>**

NOTE: The Print 1348 field value is filled with a default of 'Y'. The user enters 'N' in the Print 1348 field for those records that are not to be printed.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

The NPDMS system then displays the message *'Select Cases For Printing DRMO 1348 Ended Normally'*, and the Reports Menu is re-displayed.